

# New Chapter Leader Training Table of Contents

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# Welcome

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Welcome to Dining for Women! We thank you for choosing to become an integral part of this movement dedicated to ensuring gender equity and empowering women and girls around the world. As a chapter leader, you make Dining for Women's vision a reality one dinner at a time!

The goal of this training document is to arm you with the **basic** skills and knowledge you need to fulfill the roles and responsibilities of a Dining for Women (DFW) chapter leader. Upon completion of this training, you will be able to:

- Describe DFW's history, mission, and programs to prospective chapter members and represent DFW effectively in your community
- Organize and facilitate effective chapter meetings
- Handle member donations appropriately and complete all necessary record-keeping
- Understand the importance of sharing your Chapter Leader responsibilities in order to ensure your chapter's long-term sustainability
- Participate as a member of your regional leadership team

## Suggestions for Completing this Training

1. Read through this document in its entirety to get an overview of the material. If your time is limited, chapters 6-9 are a "Quick Guide" that will give you the most important information you need to get started. You can then go back and review the remaining chapters.
2. Once you have read through the document, go back and follow the links (in blue). This will provide you with additional information and resources, and will also familiarize you with the DFW website.
3. Use the Table of Contents for easy access to specific sections. Click on the section to which you want to go.
4. Make note of any questions you may need addressed.
5. Talk to your Mentor or Regional Leader about any questions you have or areas that you need clarified.
6. Complete the training evaluation at the end of this document. This lets your Regional Leader know that you are ready to start meeting.

# 10 Keys to a Successful Chapter

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1. Delegate/share the workload so members feel empowered and have ownership in the chapter.
2. Hold regular meetings, preferably with a set meeting date and time.
3. Develop a meeting format and timing that works best for your members.
4. Encourage your members to sign up for automatic recurring donations.
5. Include these four elements in every chapter meeting: 1) meet/greet/socialize; 2) share food; 3) educate; 4) collect donations.
6. Develop a sense of community – take a personal interest in your members, and make them feel welcome.
7. Keep in contact with your mentor and regional leaders.
8. Stay up-to-date and informed on DFW news and information through our monthly e-newsletters.
9. Plan for your succession as a Chapter Leader.
10. Let your passion for DFW show and have fun! Your members will too!

## Dining for Women is ...

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Dining for Women is *the world's largest educational giving circle* dedicated to transforming lives and eradicating poverty among women and girls in the developing world. Through member education and engagement, as well as the power of collective giving, Dining for Women funds grassroots organizations that empower women and girls in developing countries and promotes gender equity.

### What is a Giving Circle?

Giving circles are groups of individuals who pool their money to support charitable organizations or efforts. As is the case with DFW, they can also serve to educate members about issues, engage them in voluntary efforts, and provide social opportunities.

### Our Model

Our educational giving circle model is simple. Chapters meet on a regular basis – usually monthly – and share a meal together, usually at someone's home. Our members enjoy a social connection and a sense of community while learning about grassroots projects that support women and girls internationally. Everyone donates what they can, usually what they would have spent dining out. The combined donations support DFW's mission, which includes funding grants and partnerships that reduce poverty, promote gender equity, and empower women worldwide.

### [See Our History](#)

Listen to [Podcast with Co-Founders Marsha Wallace and Barb Collins](#) and learn more about how DFW began, our development over the years, and why our mission is so important.

### Our Vision

We envision a world where the lives of women and girls have been transformed and extreme poverty has been reduced because Dining for Women connected people in creative, powerful ways that assure gender equality.

### Our Mission

Through collective giving circles, Dining for Women inspires, educates, and engages people to invest in grassroots programs that make a meaningful difference for women and girls living in extreme poverty in developing countries.

### We believe that:

- All women have the right to equality, dignity, security, and an opportunity to be self-sufficient.
- Ensuring gender equality is key to overcoming poverty and transforming families, cultures, and future generations.
- Education creates awareness. Awareness develops into interest. Interest fuels action.
- Collaboration empowers giving and transforms the giver and the receiver.
- Acting with integrity and purpose is essential in all we do.

## Our Values

In all we do, our actions convey our deep belief in:

- Collaboration
- Education
- Inspiration
- Transformation

## Why Women and Girls?

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*“There is no development strategy more beneficial to society as a whole – women and men alike – than the one which involves women as central players.”*

President Jimmy Carter, *A Call to Action, Women, Religion, Violence and Power*

Women are the majority of the world’s extreme poor, a majority of the world’s illiterate, and they face greater risk of disease and poor health. Women and girls are disproportionately deprived of basic human rights: the ability to consent to marriage as adults, to receive an education, and to live free from sexual and physical violence.

Studies show that investing in women yields large social and economic returns, and it is the best way to fight global poverty. Even small donations can make a big impact when given internationally and directed toward gender equity. Empowering women leads to faster economic growth, which in turn tends to undermine violent extremism and reduce civil conflict.

- When girls are educated, they marry later, have fewer children and earn up to 25% more in future wages. (Source: UNESCO Institute for Statistics)
- Women are more likely than men to spend their income on healthcare, education, their families and their children – all spending priorities that help alleviate poverty.
- When 10% more girls go to school, a country’s GDP increases on average by 3%. (Source: USAID)
- Studies demonstrate that countries that are more equitable for women are the least likely to be corrupt, less likely to become involved in violent conflicts, and have longer lasting peace.

**Ensuring gender equality *is* the key to ending global poverty.**

# DFW's Programs

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## Grants

Through a professional and highly-competitive grants program, we fund grassroots projects in more than 40 countries around the world. The projects we fund address a wide range of issues and needs, from education and vocational training to maternal health, food security, human trafficking and violence against women and girls. *(See next page for more information on our Grants Program)*

## Member Education & Engagement

While we direct our collective giving toward international projects for women and girls, we recognize DFW's profound impact on our members. Education and engagement creates a tidal wave of awareness that we are all powerful agents of change.

Each month, we provide comprehensive educational materials to our members about our grantees and the challenges facing women and girls in the developing world. Our goal is to help our members connect with the women and girls we support. DFW also offers members the opportunity to travel and visit the women and projects we have supported in the past. Through these travel experiences, members see first-hand the impact that our contributions have made.

DFW is a volunteer-driven organization and offers many volunteer opportunities for our members at the local, regional, and national levels.

## Advocacy

We educate and inspire our members to use not only their collective donations, but also their collective **voices**. Through grassroots efforts, such as letter writing campaigns, petitions, phone calls, and speaking opportunities, members have the opportunity, if they choose, to influence American foreign policy and funding so that it benefits women and girls in the developing world.

## Partnerships

We join with others in a global movement to “move the needle” on the root causes of poverty and gender inequality. We have partnered with the [Peace Corps' Let Girls Learn Program](#) to eliminate the barriers that 62 million girls worldwide face in accessing an education.

## Our Grants

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Dining for Women awards 12 **featured grants** per year that range in amounts from \$35,000 to \$50,000. Grantees are featured in a specific month, and they are promoted at chapter meetings, in DFW newsletters, social media, and online communications.

We also offer **sustained grants** which give DFW the opportunity to make longer-term commitments to a previously funded grantee. Sustained grantees receive a total of \$60,000 over a period of three years.

### How Grantees are Selected

**Featured Grantees** -- DFW has two grant cycles per year (spring and fall) where proposals are submitted from organizations with projects that meet our mission, vision, and criteria. The applicants' proposals are vetted through a vigorous process of evaluation by DFW's volunteer Grant Selection Committee (GSC), which is made up of DFW members with expertise in grants administration and non-profit management. The GSC ultimately chooses six grantees per cycle (12 per year) to whom we award grants.

The organizations/projects we fund must meet DFW's specific grant criteria. Click here to see our complete [Grant Guidelines](#).

**Sustained Grantees** -- These grantees are considered by invitation only from our Grant Selection Committee; organizations cannot apply for sustained funding grants. Finalists are selected from a pool of organizations that are invited to submit proposals.

### Sustainable Development Goals

The projects selected to receive DFW featured grants must address one or more of the [UN Sustainable Development Goals \(SDGs\)](#).

In 2015, at a historic United Nations Summit, world leaders adopted the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals. With these new goals, countries will mobilize efforts to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind.

DFW will use the 2030 SDGs to guide our decisions in grant making, partnerships, grassroots advocacy, diversity initiatives, and management.

Learn More: [SDGs Fact Sheet](#)

### Assessing the Impact of Our Grant Money

Our members want and deserve to know that their donations are reaching the intended recipients and having the desired impact. DFW requires each grantee to submit follow-up reports detailing how and where the money was spent, individual stories and photos, and impact data. These reports are posted on each grantee's page on our website for all members to access.



# Our Organization

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DFW is led by a board of directors which brings a wealth of experience and knowledge to our organization. See [Board Bios](#).

We have a small staff located at our home office in Greenville, SC. See [Staff Bios](#).

DFW relies extensively on our volunteers. We have more than 700 dedicated volunteers serving in various roles throughout our organization. We are organized into 12 regions across the U.S., each of which is managed by one or more volunteer Regional Leaders. [See Regional Leader Bios](#)

**Regional Leaders** manage a team of volunteers which includes Mentors and Chapter Leaders. They increase awareness of DFW in their region and foster growth of new chapters.

**Mentors** cultivate, nurture and inspire Chapter Leaders by helping to launch new chapters and motivating existing chapters to stay engaged and active. More about Mentors on the next page.

**Chapter Leaders** manage the activities of individual chapters.

## National Volunteer Opportunities

DFW members participate as volunteers on a number of national operational committees including:

- Grant Selection Committee
- Advocacy Committee
- Diversity Committee
- 2018 National Conference Committee

There are also opportunities, at the national level, for members to serve on board advisory committees.

[Volunteer Opportunities](#) are posted regularly on our website.

# The Chapter Leader Role

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DFW could not exist without you, our passionate and dedicated chapter leaders. You are the heart and soul of our organization. Your contributions and leadership play a vital role in raising funds to empower women and girls globally, while also fostering a community of global citizens and powerful agents of change here in the U.S. Chapter Leaders are the keys to making chapter meetings rewarding and memorable for their members, as well as ensuring DFW's success in meeting our vision.

See [Chapter Leader Roles and Responsibilities](#).

## Chapter Leader Resources

DFW provides many resources to help you launch and sustain your chapter successfully:

### Volunteer Mentors

You are never alone as a DFW Chapter Leader. Each chapter is assigned a Mentor – an experienced DFW volunteer who can help you start and maintain your chapter. Your Mentor will talk with you before your first meeting and, where distance permits, may even attend to lend support and answer any questions.

Once your chapter is launched, your Mentor will be in touch with you on a regular basis to hear how your chapter is doing and/or to share important information -- whether it is practical tips for sharing the workload of the chapter, how to find things on DFW's website, or how best to engage your members.

Please communicate with your Mentor, even if you are not having any questions or difficulties. This communication is one way that DFW keeps up-to-date on our chapters. It is very important that you respond when your Mentor or Regional Leader is trying to reach you.

### DFW Website

Our website ([www.diningforwomen.org](http://www.diningforwomen.org)) provides a wealth of information that will be helpful to you as a Chapter Leader.

### Monthly Newsletters

Our monthly e-newsletter, *The Dish*, is a necessary way to stay informed about DFW's programs and activities as well as to learn more about issues related to women and girls internationally. We also produce another monthly e-newsletter, *The Chapter Meeting Menu*, which is designed specifically for Chapter Leaders and includes meeting tips and reminders, chapter best practices, etc.

As a Chapter Leader, you are automatically added to the distribution list for both these newsletters. You do not need to sign up to receive them. If, however, you unsubscribe at any time, you will need to go [here](#) to sign up again. If it appears that you are not receiving *The Dish*, please check your spam or junk folder first. If you still do not have it, please contact [info@diningforwomen.org](mailto:info@diningforwomen.org).

Past issues of *The Dish* are available [HERE](#).

Past issues of the *Chapter Meeting Menu* are available [HERE](#).

## **Regional Conference Calls/Meetings**

Your Regional Leader may hold regular calls for Chapter Leaders and, on occasion, in-person Chapter Leader events or retreats. Please make every attempt to participate in these calls or meetings. These are excellent opportunities to meet and learn from other Chapter Leaders.

# Getting Your Chapter Started

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A few suggestions:

- If you have never attended a chapter meeting, we suggest you attend one in your area, if possible. If there isn't a chapter nearby, you may be able to use Skype to connect with another chapter. Please remember that every chapter is unique in how they conduct their meetings, and you will have the flexibility to make your chapter meetings your own!
- We recommend that you first hold an "informational" meeting with a small group of people – perhaps friends, neighbors, or co-workers. This is an opportunity for you share your enthusiasm about starting a DFW chapter, determine people's interest in participating in the chapter, and discuss what meeting format and schedule would work best for the group.

## Sharing the Workload

Leading a DFW chapter is simple, easy and fun – especially if you share the workload! Probably the best advice we can offer you is this: ENLIST HELP AND DELEGATE some of your chapter responsibilities so that you do not burn out. Your members will be happy and excited to offer their services if they are asked. When you involve your members they take more "ownership" in the chapter.

## Co-Leaders

DFW has found that the most successful and long-time chapters have Co-Leaders. All of us have busy schedules and sharing the responsibilities will help prevent volunteer burnout, and ensure the continuity of the chapter. For example, if you are unable to make one of your meetings, your co-leader can facilitate in your place. In determining a Co-Leader, think about what type of partner is needed to complement your own strengths and provide a different perspective. Each of you will bring your own unique talents to the mix, and your group will be richer with more leadership.

## Hosting & Presenting

The goal of DFW is that everyone gets involved by hosting a meeting or preparing the presentation. Having a [Hostess/Presenter Sign-up Sheet](#) and sending it around during the meeting is one way to get people to sign up to host and/or present at a future meeting.

Some members may feel intimidated by presenting in front of the group. Emphasize to members that the presentation can be very simple, and DFW provides all the required materials.

## Other Chapter Tasks

There are many other ways to involve members in the running of your chapter. Some chapters have a "treasurer" designated to process the donations; others have a member responsible for communications and sending out the monthly invitation.

# Chapter Meetings

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Regular chapter meetings are at the core of DFW's educational giving circle model. Chapter meetings are important because they:

- Build a community of global citizens
- Educate members about issues and challenges facing women and girls in the developing world
- Raise funds for grassroots projects that empower women and families and promote gender equity
- Provide members the opportunity to donate small amounts yet see big, measurable results

For these reasons, we encourage our chapters to meet on a regular, monthly basis. DFW is based on a successful model of monthly chapter meetings, with a different grantee featured each month. If a monthly chapter meeting schedule is not possible, please consider meeting bi-monthly (every other month). To remain an active chapter we require that you meet a minimum of four times per year.

*Please note: [DFW's policy](#) is that chapter meetings focus solely on our featured and sustained grantees and other DFW business. Presentations, speakers, product sales, or fundraising for any other organizations is not permitted. This is to protect the intent and integrity of DFW meetings, and to ensure that the member experience at chapter meetings is consistent across the organization.*

## Meeting Details

Every DFW chapter is unique in how it conducts meetings. As the Chapter Leader, you will have the flexibility to make your chapter meetings your own.

### **Dinner? Lunch? Dessert? It's Up to You!**

DFW began with a potluck dinner. While monthly dinners are still the most common, there are many other options for you to consider. You may want to do lunch, hold a brunch on a weekend, just do cocktails and hors d'oeuvres, or dessert and coffee. It is completely up to you!

### **Where to Meet**

Most chapters meet in members' homes. You may want to take turns meeting at different members' homes. There are, however, other possible venues. For example, you might like to meet at work for a monthly lunch with co-workers, at your place of worship, or at a community center. We have chapters that meet in college dorms or high schools, and even in coffee shops or restaurants.

### **When to Meet**

Pick a day of the week/month that works best for your group. Continuity and consistency are important. We have found that chapters are more successful when they choose a certain day of the week and week of the month to meet (i.e. the third Tuesday of the month). In this way, your members put it on their calendars each month, and it becomes a regular part of their schedule.

## Invitations

There are many ways to send invitations and the choice is yours. Most Chapter Leaders use email invitations, and there are several online services that make it very easy:

[www.evite.com](http://www.evite.com)

[www.punchbowl.com](http://www.punchbowl.com)

[www.signupgenius.com](http://www.signupgenius.com)

In your initial invitation, you may want to include a brief description of DFW, with a link to our website, and a personal note explaining why you are starting a chapter. Be sure to include the meeting time and location!

In subsequent meeting invitations, you may want to include more information about the featured grantee, menu information if applicable, recipe links, and any pertinent reminders.

Be sure to send out your meeting invitations early enough for people to get the date on their calendar, and then send a "reminder" 5-7 days prior to the meeting.

You may want to include a link for members to make their donation if they are unable to attend the meeting. Please use the [link](#) to DFW's online donations page. We ask that you do not use the donation feature provided by the online invitation service. (e.g. Evite has an online donations service called Pledging; please do not use this link).

## A Typical DFW Meeting

The elements of a typical DFW meeting are:

- a) Meet & greet/socialize
- b) Share food
- c) Educate
- d) Collect donations

It doesn't matter what order you use; just be sure to include all these elements. Some chapters socialize and eat first; others have the education first and then eat and socialize. Each chapter is unique so feel free to do whatever works best for your members.

## Meet & Greet/Socialize

We recommend that, at each meeting, you set up a table with the following:

- [New Member Information Form](#) – You will use this to inform Home Office about your new members.
- [Sign-in sheet](#) – While it is not necessary to keep track attendance, you may want to have this info for your own interest and that for sharing with members.
- Pens
- [Name tags](#)
- Donation basket

### **Chapter Leader Tip:**

*Keep all of your chapter items, including the grantee DVD, name tags, copy of Dinner Affirmation, sign-up sheets, etc. in a hostess bag or box to pass on each month.*

You may want to assign a greeter to direct members to where the food goes, where to put coats and purses, and where to sign in. You may also want to have someone designated to welcome any guests or new members, make introductions, and tell them about DFW.

A great way for members to get to know one another is to have an icebreaker during the social time of the meeting. See [Icebreaker Ideas](#).

## Share Food

Here is another area where your chapter members can make their own choices. Some chapters ask their members to sign up to bring a specific dish; others just tell everyone to bring a “dish to share”. Some chapters enjoy cooking recipes from the featured country. (DFW’s website has a [collection of recipes](#) from countries around the world.) Others may enjoy the camaraderie more than the cooking and are happy with light appetizers or store-bought dishes. While sharing food has always been an integral part of DFW chapter meetings, it is not required.

Many chapters enjoy reading the [DFW Dinner Affirmation](#) before they share a meal. This affirmation can be read by one person or as a group. The Dinner Affirmation is available on our website under the tab “Chapter Resources”.

## Educate

One unique aspect of DFW is the educational portion of our meetings. The purpose of this education is multi-fold:

- To make members aware of the challenges facing women and girls in the developing world
- To inform members about the grantee we are supporting that month
- To build a connection between members and the women and girls we are supporting
- To help members understand where their contributions go and what they support

We suggest that one member be assigned to present the featured grantee each month. Be sure to rotate this responsibility – it’s a great way to get members more engaged in the meetings and it provides variety to the meetings as different presenters have different styles.

DFW provides a variety of [educational resources](#) (under the Learn tab on our website) to help members connect with the women we support and make the educational presentation very easy. These include:

1. **Video\*** – this piece is typically the central point of the educational presentation. It is supplied by the grantee and allows members to see the faces and hear the stories of the women and girls we are supporting and to see where they live. It is usually about 6-7 minutes in length and can be viewed from the DVD mailed quarterly to every chapter, on DFW’s [YouTube channel](#), or through DFW’s website on each grantee’s designated page. (Note: You may want to subscribe to DFW’s YouTube channel so you are notified whenever a new video is posted.)
2. **Grantee Fact Sheet** – includes a detailed description of the project being funded, the issues it addresses, and how the DFW grant will be used.
3. **PowerPoint presentation** – a brief, concise presentation of the featured project.
4. **Google Hangout** – a recorded conversation between a representative of DFW and the featured grantee organization. It usually lasts about 15 minutes and answers many questions members may have. It can be used in addition to the grantee video, if time permits.
5. **Customs, Cuisine & Recipes** – from the featured country.
6. **Shop! Watch! Listen!** – fair trade shopping suggestions, books, films, and music from and about the featured country.

There is no right or wrong way to present the monthly grantee. Some members enjoy delving deeper into the history, culture, or traditions of the featured country. Others are more comfortable simply playing the video and reviewing the PowerPoint.

*\*Please note that some grantee videos are higher quality than others. They are supplied by our grantee organizations who usually have limited resources and expertise in video production, so please be forgiving of picture or sound quality!*

Following the featured grantee presentation, many chapters enjoy discussing what they have learned. Discussion questions for each grantee are suggested in the educational materials and in The *Chapter Meeting Menu*. Here are some other ideas for [Encouraging Discussion about the Featured Grantee](#)

Be sure to announce the sustained funding grantee for the month (if there is one) and any other DFW news or updates. A good idea is to review important news from the latest issue of *The Dish* to ensure that members have seen it.

## Collect Donations

Inform your members that there is no minimum or maximum donation expected. Our model is based on the idea of “dining in” and donating your “dining out dollars” to support women and girls. DFW members are encouraged to give what they can. Emphasize that even small donations, when combined with all the other chapters, are significant to the organizations we support.

### ENCOURAGE AUTOMATIC RECURRING DONATIONS!

Automatic recurring donations offer a steady and predictable source of funding for DFW, which allows us to plan more effectively for the future. It also helps reduce our administrative costs, and it lessens your load as a Chapter Leader sending checks in each month! Plus, it’s simple and convenient for your members.

See more about [why we love automatic recurring donations](#).

### [Monthly Recurring Donations Form](#)

Bank drafts are the best way to set up an automatic recurring gift because credit and debit cards expire and are frequently compromised. This creates extra work for DFW staff and may mean a lapse in donations. To set up an automatic bank draft, members must complete the form and mail it to DFW home office with a voided check. For automatic withdrawal by credit card, donors can either mail their completed form to DFW home office or set it up [online](#).

Other ways for members to give:

**a. By check at their regular chapter meetings.** (Checks payable to “Dining for Women”.)

**b. By credit card.**

Credit card donations can be made by clicking on the [DONATE](#) button on our website. If members would like to make a credit card donation at their chapter meeting, they can do so by using their smart phone, tablet, or computer to access our online donations page.



## **Cash Donations**

If you receive any cash donations at your meeting, you will need to write a personal check to cover the cash. Please do not send cash donations to DFW as our bank lockbox cannot accept cash (more on donations processing later) and we cannot provide receipts for cash donations. Please write a separate check for your own, personal donation.

## **Tax Receipts**

- DFW is a registered, 501(c)(3) charity and issues official tax receipts for monetary and in-kind donations.
- Only DFW home office can issue official tax receipts.
- DFW sends out tax receipts by email – provided we have a current email address for the donor.
- We cannot issue tax receipts for cash donations.
- Year-end giving statements are emailed to DFW donors by January 31<sup>st</sup> each year. This statement summarizes all donations made in the year directly to DFW.

# After Your Chapter Meeting

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1. Complete the [Chapter Donations Transmittal Form](#) and mail, with checks, to the bank lockbox within five days of your meeting. See [Donations Processing Instructions](#).
2. Complete the [New Member Information Form](#) and email to [donations@diningforwomen.org](mailto:donations@diningforwomen.org). The New Member Information Form should be sent in to DFW Home Office after your first meeting and whenever you have new members. This information is used to set up your member records in our database, send out email receipts of all donations, and add new members to our e-newsletter distribution list.
3. If you would like to provide any feedback on your chapter meeting, the featured grantee/project, or the educational materials, please complete and submit the [Meeting Evaluation Form](#). You are not required to complete this form after every month, but we do appreciate your input and will use it to continually improve the resources we provide to our chapters.
4. Optional, but recommended:
  - a. Send a thank you note or email to the host and presenter.
  - b. Send a welcome email to any guests or new members in attendance.
  - c. Send a follow-up email to all your members, telling them how the meeting went, updating them on the funds collected by your chapter, along with any other news. This will keep all members connected and part of the group, even if they miss a meeting.

## Welcoming New Members

DFW receives many inquiries from people interested in joining a chapter in their area. You can decide whether your chapter will be OPEN or CLOSED to welcoming new members from the general public. There are many factors that may go into this decision, including the size of your meeting location and the culture you want to create in your chapter.

It is important that DFW Home Office be aware of whether your chapter is OPEN or CLOSED so that we do not refer people to your chapter inappropriately. We will ask you to confirm this information in an annual chapter survey. If you wish to change your OPEN or CLOSED status at any time, please inform your Mentor or email [info@diningforwomen.org](mailto:info@diningforwomen.org).

If your chapter is OPEN, we ask that you provide an email address that we can share with potential new members in your area. Some Chapter Leaders find it helpful to set up a special email account (e.g. g-mail) that is solely for DFW correspondence. Individuals interested in joining or finding out more about your chapter will be directed (through our website or Home Office) to contact you through this email address. We ask that you monitor this mailbox frequently and respond to these inquiries in a timely manner.

## Monthly Chapter Reports

Each month, DFW's home office will email you a report that includes:

- A blank Donations Transmittal Form for use at your next meeting
- Summary of the donations received in the previous calendar month
- Current roster of members

- A blank New Member Information Form for use after your next meeting

Please review your previous month's chapter donations and email [donations@diningforwomen.org](mailto:donations@diningforwomen.org) if you see any discrepancies or have any questions. Keep in mind that your chapter's most recent donations may not be included in the report, depending on when we received them.

Your monthly report will also give you the total amount of donations received from your chapter since it began – information that you will want to share with your members. NOTE: In order to view this total, you will need to click on the "Enable Editing" button on the top right hand side of your screen.

Please review your chapter roster and make sure that member information is complete and up-to-date. It is especially important that we have up-to-date email addresses for all your members, as donation receipts and tax giving statements are **ONLY** sent out via email.

Here are the steps to update your roster:

1. Click on the Chapter Roster tab located at the bottom of your monthly report.
2. Make the appropriate changes in the spreadsheet.
3. Highlight your edits by changing the cell or text color.
4. Save the spreadsheet as a document on your own computer.
5. Email the updated spreadsheet to [donations@diningforwomen.org](mailto:donations@diningforwomen.org) with your chapter name and "Updated Roster" in the subject line.

## 10 Keys to a Successful Chapter (worth repeating!)

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1. Delegate/share the workload so members feel empowered and have ownership in the chapter.
2. Hold regular meetings, preferably with a set meeting date and time.
3. Develop a meeting format and timing that works best for your members.
4. Encourage your members to sign up for automatic recurring donations.
5. Include these four elements in every chapter meeting: 1) meet/greet/socialize; 2) share food; 3) educate; 4) collect donations.
6. Develop a sense of community – take a personal interest in your members, and make them feel welcome.
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9. Plan for your succession as a Chapter Leader.
10. Let your passion for DFW show and have fun! Your members will too!

## Our Annual Appeal

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Dining for Women's **13th Month Annual Appeal** is key to fulfilling our mission to transform lives and eradicate poverty among women and girls in the developing world. This is the time of year when we ask all our members to make **one additional gift** to support Dining for Women. We strive for 100% member participation and encourage gifts of all sizes. Whether it is \$5 or \$5,000 ... every gift counts!

Donations to our Annual Appeal allow us to fund our grants, conduct rigorous screening, vetting and monitoring of our grantees, provide educational materials that foster informed global citizens, support our grassroots advocacy program, expand our number of chapters, support DFW's infrastructure, and ultimately help even more women and girls.

The Annual Appeal runs from October through December, during which time we provide additional materials and resources to our Chapter Leaders so you can promote the appeal to your members.

# Complete Training Evaluation

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DFW is committed to continuously improving the resources we provide to our chapters. We value and appreciate your feedback.

Please take a few minutes to complete this brief [evaluation](#). This is the only way we will know that you are ready to go!